



PLANNING AND ZONING DEPARTMENT

MAJOR SUBDIVISION - FINAL

This checklist is designed to aid both the Applicant and the City in the processing of the final major subdivision application. Information relative to a Final Major Subdivision can be found in the Subdivision Regulations.

- ☐ One check for \$300.00 and other applicable fees such as advertising cost as determined by the City
- ☐ One completed application with an original signature from the Applicant and the Owner
- ☐ All outside agency approvals and permits (federal, state, county, or other) shall be submitted to the Planning and Zoning Department prior to the initiation of any construction activities.
- ☐ If seeking final major plat approval before satisfactory completion of all improvements, a letter of credit in a form satisfactory to the City's attorney and in the amount of 110% of the Engineer's certified estimate of the cost of construction shall be submitted.
- ☐ Final plat shall contain the same information, except for any changes or additions required by resolution of the Planning commission, as shown on the preliminary plat. Final plat shall also include the following:
 - The relation of the land so platted to the Government Survey of Baldwin County. The "point of beginning" as referred to in the written description shall be so indicated.
 - Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, and block line, whether straight or curved. This shall include the radius, central angle, point of tangency, tangent distance, and arc and chords.
 - Exact positioning of the permanent monuments shall be identified on the plat by a small circle (o).
 - All dimensions should be to the nearest one-hundredth (1/100) of a foot and angles within plus or minus five seconds.
 - Covenants and/or restrictions, approved by the Planning Commission, governing the use and development of lots and which are to be recorded with the final plat in the Office of Probate Judge of Baldwin County as condition for final plat approval
 - Federal and State permits required for construction of the development shown on the final plat.
- ☐ Landscape Plan giving the locations of the improvements which have been installed per approved plan
- ☐ Two sets of as-built construction plans giving details of construction and locations of the improvements which have been installed. If installation of improvements is completed under a letter of credit, the engineering plan shall be submitted to the Planning Commission upon request of release of the letter of credit.
- ☐ Engineer's inspection reports and laboratory test results.
- ☐ Engineer's certified estimate of the cost at construction.
- ☐ Streets and drainage maintenance cash bond or letter of credit in the amount of 10% of the Engineer's certified estimate of the cost of construction. If installation of

improvements is completed under a bond, engineering plan shall be submitted to the Planning Commission upon request of release of the bond.

- ☐ Original drawing of plat on reproducible mylar, 24" x 36" only.
- ☐ One digital format copy in Autocad DGN, DXF, or ESRI shapefile or personal geodatabase on CD-ROM. The digital file(s) shall be accompanied by a transmittal letter which lists the files being submitted, a description of the data in each file, a level/layer schematic of each design file, and a statement conveying rights to the City of Gulf Shores for the data to be used for GIS purposes. Text, parcels, and roads must be grouped together on separate layers. A separate miscellaneous layer may be used of other information. All data submitted shall use NAD 1983 Alabama West Zone Coordinates in US Survey Feet. Digital files must display by text, said state plane coordinates for all points specified in Section 7-1.B: Monuments. If installation of improvements is completed under a bond, the engineering plans and digital format files shall be submitted to the Public Works Director upon request of release of the bond by the applicant.